

# Quick-Start Guide to Using the Office of Justice Programs Online Grants Management System

**Step 1.** Make three (3) computer files. See below.

## VICTIM COMPENSATION

**File 1. Crime Victim Compensation State Certification Form, FY 2003 payout.**

The form is available on the OVC Web page at

**<http://www.ojp.usdoj.gov/ovc/fund/kits.htm>**. **Hint:** It is best to use disks when uploading the completed form because your computer firewall will pass disk data and should not allow network data to pass. The completed form should be saved. The file name should included the state/commonwealth initials.

**File 2 First page** addresses planned **Administrative Funds** usage. The State grantees choosing to use a portion of the award for administrative purposes must report the amount of the total grant that will be used for administrative funds and certify that these funds do not supplant other funds available for administration. (NOTE: This amount cannot exceed 5 percent of the award and should be expressed **only as a percentage** since final award amounts have not been determined.)

**Second page** of the file provides certification State Grantee Eligibility Requirements. Each State Grantee must provide written, signed certification that it complies with and will comply with the requirements of Part II, State Grantee Eligibility Requirements. These include

- C Promotes victim cooperation with reasonable requests of law enforcement authorities.
- C Certifies that grants received for crime victim compensation will not be used to supplant state funds otherwise available to provide crime victim compensation.
- C Provides compensation to residents and nonresidents on the same basis.
- C Provides compensation to victims of federal crimes occurring within the state on the same basis that it provides compensation to victims of state crimes.
- C Does not, except according to state-established rules, deny compensation to any victim because of the victim's familial

relationship to the offender or because the victim and offender share the same residence.

- C Includes as compensable those crimes that result in victims suffering death or personal injury as a result of the intentional or attempted defacement, damage, or destruction of any religious real property because of its religious character, or the obstruction, by force, or threat of force, of any person's enjoyment of the free exercise of religious beliefs when the crime is covered by interstate or foreign commerce. VOCA also requires that states include as compensable those crimes that result in victims suffering death or personal injury as a result of the intentional or attempted defacement, damage, or destruction of any religious real property because of the race, color, or ethnic characteristics of any individual associated with the religious property.
- C Provides other information and assurances related to the crime victim compensation program that the OVC Director may reasonably require.
- C Requires that the grantee assist OVC in implementing its responsibilities under the National Historic Preservation Act (NHPA). Specifically, the grantee will establish and maintain records when reviewing and considering any request for use of grant funds that involves proposed renovation work. Renovation work includes altering or otherwise improving the exterior or interior of a structure. This applies to proposed renovation work that is not only specifically funded with OVC compensation grant funds, but also may be funded by the grantee or any third party as a prerequisite to accommodate the proposed use of the grant funds. This provision is limited to state grantees and cannot be passed through as an obligation for a victim. The grantee must certify to OVC that they have established and maintain records of any proposed renovation work on a structure that is less than 50 years old or 50 years and older. If the structure is determined to be less than 50 years old and this fact is documented in the grant file, no further action is required. If any portion of the structure is 50 years or older, the grantee is required to contact the State Compensation and Assistance Division Director at 202-307-5983 to provide information needed for the NHPA consultation process. This may include assisting OVC to consult with the State Historic Preservation Officer and amending the proposed renovation work to avoid any potential adverse impact to the historic structure. The grantee assures not to fund any proposed renovation of a structure 50 years or older until the grantee has received written approval from OVC.

**File 3**      **State statute covering the crime victim compensation program.** A resource for electronic copies of legislation is the Website <http://www.romingerlegal.com>, which provides links to all state statutes.

**Step 2.** Using your established Internet account, go to [www.ojp.usdoj.gov/fundopps.htm](http://www.ojp.usdoj.gov/fundopps.htm). (If you do not have an Internet account, call the GMS Hotline at 1-888-549-9901 for assistance.) An online GMS Application Procedures Handbook is available on this page. You may link directly to OJP's Grants Management System (GMS), which will provide online "help" screens.

**Step 3.** Select "Login to the Grants Management System (GMS)" to apply for OJP grant funding.

**Step 4.** If you have never used GMS, click on "New User? Register Here" and follow the screen instructions to register with GMS. After you register, you must pick the FY 2004 Victim of Crime Act (VOCA) Crime Victim Compensation Grants Program solicitation and begin working so that your registration will be sent to the Office for Victims of Crime (OVC). You will receive an e-mail confirmation that you are eligible to submit an application. Confirmation may take up to 1 week.

If you are not a new user and already have a GMS password, click on "Login." If your password has expired, you will receive an "Authentication Error" or "Unauthorized User" message. In either case, click on "Having Login Problems?" for assistance in updating your password.

Please Note: Applicants must ensure that the information for the authorizing official and alternate contact is entered correctly. The authorizing official is the individual authorized to accept grant funds in your organization, such as the executive director, attorney general, governor. If the individual applying online is not the signing authority, that online individual must list the authorizing official's name and contact information, where appropriate.

**Step 5.** Must begin online application by **February 11, 2004**. To begin your application online, complete the on-screen 424/Application for Federal Assistance. After submission, you will receive confirmation through e-mail that you are eligible to submit an application.

**Step 6.** Must complete and submit online application and attachments by **February 17, 2004**. After receiving the confirmation e-mail described in Step 4, complete the online application, including the three (3) required file attachments. After submission of the finalized application, the online system will provide notification that the application has been received and sent to OVC. The GMS system will provide an application identification number for future reference.

If you have any questions about GMS or need technical assistance with applying online, contact the GMS Hotline at 1-888-549-9901 or Linda Rost, OVC Grant Administrative Specialist, at telephone 202-616-3304 or e-mail [Rost@ojp.usdoj.gov](mailto:Rost@ojp.usdoj.gov).